

**Idaho State Officer Candidate**

**Handbook**

*Revised 2017*

Dear Idaho FFA State Officer Candidate:

Welcome to the Idaho FFA State Officer Selection Process. The road to becoming a state officer is challenging, yet can be an immensely rewarding and valuable experience. Through your preparation to run for office, you will grow and develop as a leader, agricultural advocate, and citizen.

Although serving as a State FFA Officer takes a great deal of hard work and dedication, officers gain experiences and contacts that will last a lifetime. The skills gained will help prepare for future careers, opportunities in college, and leadership roles in other organizations. State officers serve the Idaho FFA members, supporters, and advisors on many different levels, and continually make a positive difference in the lives of those they serve. The Idaho FFA Association is looking for highly motivated individuals who are willing and ready to work to promote Idaho Agricultural Education and FFA .

This handbook is intended to provide a basic understanding of the duties and responsibilities of an Idaho State FFA Officer and to help you prepare for candidacy. You will find a basic overview of the selection process as well as expectations and commitments that you will have if selected. Please thoroughly review all of the enclosed information.

Remember, this handbook is only the beginning! As a candidate, you will need to study Agricultural Education, SAE, and FFA information, as well as practice interviewing and presentations skills and techniques. It will take your personal commitment and dedication to truly prepare for this process. With the aid of this handbook and your effort in interview preparation and studying, we hope that you will have the necessary resources to prepare yourself as the best candidate that you can be. Please know that this handbook is only a resource, and it is important that you look into other avenues to aid in your preparations.

Finally, please take time to prioritize events in which you participate during State Leadership Conference. I strongly discourage you from participating in more than one LDE/CDE, as scheduling conflicts may not be avoidable. Communicate any proficiency, State FFA Degree, LDE or CDE participation with the nominating committee adult chair and the CDE superintendent at least two weeks ahead of SLC. Keep in mind that missing an interview will be a score of zero for that round.

I wish you the very best as you prepare. If you have any questions, regarding the responsibilities of state officers or the selection process, feel free to contact Clara-Leigh Evans, the Idaho FFA Association Executive Director, clevans@uidaho.edu or Tammy Ackerland, CTSO FFA Coordinator, tammy.ackerland@cte.idaho.gov.

Best Wishes,

Clara-Leigh Evans

Idaho FFA Executive Director

Table of Contents

State Officer Job Description 4

State FFA Officer Key Components 5

Official Dress Guidelines 8

State FFA Officer Regalia and Items Needed and Supplied 9

State Officer Responsibilities and Commitments 10

Idaho FFA Association 2017-18 State FFA Officer Calendar of Events 13

Eligibility and Application Procedure 14

Guiding Principles of the State Officer Selection Process 15

Competency Areas 16

Outline of Possible Interview Formats 17

The Nominating Committee 19

Tips for Preparation 20

State Officer Dismissal Policy 21

State Officer Commitment and Responsibility Policy 22

Signatures Page 24

# State Officer Job Description

The primary responsibility of a State FFA Officer is to serve the Idaho FFA Association in local, state and national activities in a way that will inform, motivate and inspire the over 4,400 FFA members, over 100 advisors, state staff, teachers and supporters to achieve the mission, strategies and core goals of the organization.

State Officers serve under the supervision of the State FFA Advisor and the State FFA Board of Directors in accordance with official policy and budget.

Responsibilities include:

* Adhere to the State FFA Officer Policies of the State FFA Association and follow through with those activities agreed to in the State FFA Officer Behavior and Dismissal Policy.
* Participate in training, orientation, continual self-improvement and evaluation of activities as directed by the State FFA Executive Director.
* Represent the State FFA Association at local, state, and national activities as scheduled by the State Staff.
* Balance and prioritize officer duties with personal and academic time.
* Develop positive relationships with FFA members, advisors, staff, sponsors and the public.
* Stay up to date on agriculture, agribusiness and agricultural education facts and issues.
* Plan, prepare, read, study, listen, and practice to continually improve public speaking skills.
* Plan, prepare and conduct Chapter Visits to the chapters you are assigned.
* Communicate with advisors about specific visit details.
* Participate in planning and presenting District Officer Training (DOT).
* Participate in visits to business and industry as directed by the State FFA Executive Director working in cooperation with the Idaho FFA Foundation staff.
* Participate in local chapter banquets and activities as invited by local chapter advisors.
* Participate in planning, preparing and conducting the Idaho FFA State Leadership Conference.
* Prepare and submit expense reports on time.
* Must be able to communicate via email and keep up-to-date with all correspondence.
* Develop and exercise an awareness and sensitivity to diversity in regard to FFA membership and the general student population.
* Be a servant leader, work well with a team, and strive to improve our organization.
* Perform other duties as instructed by the State Staff.

# State FFA Officer Key Components

There are many key roles state officers play furthering the work of the Idaho FFA Association. Those who commit their time, energy and passions toward learning, living, and modeling those keys of success will not only honorably complete their term of service; they will move toward excellence personally and professionally.

Below we have outlined some of the key components of the year of service as a state officer.

**Be the Brand**

State FFA Officers are committed to representing and upholding the FFA brand at all times. This includes communicating the FFA brand, vision, and mission to others as well as communicating key organization messages (agricultural education, supervised agricultural experiences (SAEs), FFA, youth issues, and agriculture). This requires the state officer to be in his or her role 24 hours a day, seven days a week for 365 days. As part of the FFA brand, there will be general rules of behavior to follow, including projecting a professional image, using proper etiquette, interacting positively with the media and promoting diversity.

1. Be dedicated and committed to FFA and the total program of education in agriculture/agribusiness.
2. Forgo all alcohol, tobacco and illegal substances at all times during your year of service to FFA.
3. Avoid places or activities that in any way would raise questions as to one’s moral character or conduct.
4. Use wholesome and appropriate language in all speeches and informal conversations with all people.
5. Maintain proper dress and good grooming for all occasions.
6. Be willing to take and follow instructions as directed by state staff.

**Balancing Act**

A state officer must also include personal health, wellness, and stress managements as keys to success. As a state officer cares for self, mentally and emotionally, they position themselves to fully serve FFA members. Included in this key component are flexibility/adaptability, personal reflection and growth, maintaining relationships with family and friends, keeping a realistic view of self, and preparing to transition after your year of service.

1. Maintain and protect your health.
2. Regularly, and on time (within two weeks of the event), write all letters, thank-you notes, emails and other correspondence.

**Step Up to the Chalkboard**

Training and experiences in this key will help officers gain confidence in their abilities to take measured risks. To achieve this, a state officer must be committed to trying new things, approaching failure as a learning experience, building team trust and resolving conflict. Being selected as a state officer initiates the process of intense training and growth over the year ahead.

1. Accept and search out constructive criticism and evaluation of your total performance.
2. Through preparation and practice, continue development as effective public speaker and project a desirable image of FFA at all times.
3. Open your mind to new experiences, learning, and growth.

**This is It!**

The training and experiences in this area center around life and time-management. An officer should excel in these areas, so that he or she will be better able to give his or her full concentration and focus to the present. This includes:

1. Logistical Management (use of computer and technology, appropriate management of travel, completing reimbursement forms properly and timely, excellent communication with teammates and state staff).
2. Meeting Management (creating and following agendas, consensus building, keeping focus)
3. Life Management (prioritizing, meeting deadlines timelines).
4. Financial Management (maintaining personal finances, understanding and following program budgets).
5. Focus (listening and bridging – connecting conversation topics to FFA key messages/programs)
6. Team (understanding roles on team, following the team code of ethics, following the team mission and vision)
7. Be willing to commit the entire year to state officer activities and responsibilities.
8. Be willing and able to travel and serve the Idaho FFA Association.
9. Consider FFA officer activities to be your *primary responsibility*, ensuring that school is also considered a priority if attending.

**Pay it Forward**

Service is an important component to an officer’s year. The training and experiences in this key will help make service more realistic to you, and will help you approach the year of service with a plan. This includes: focusing on the future value of your current work (business and industry tours, chapter visits, etc.); building strategic relationships/partnerships; treating everyone with respect; facilitating workshops in an engaging manner and teaching towards all learner needs (learning abilities, diversity, etc.).

1. Strive to improve your ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
2. Treat all FFA members equally regardless of faith, race, gender, etc.
3. Conduct yourself in a manner that commands respect without any display of superiority.
4. Maintain your dignity while being personable, concerned and interested in contacts with others.

**Live Above the Line**

This key focuses on virtues and behavioral characteristics that should be associated with a state officer. These include responsibility, integrity, keeping promises, speaking with purpose (communicate in a positive, honest and direct way), dealing in a constructive way with difficult people/teammates and seeking win-win solutions.

1. Evaluate, periodically, your personality and attitudes, making every effort to improve yourself.
2. Serve as a member of the team, always maintaining a cooperative attitude.
3. Work in harmony with fellow FFA officers and state staff.
4. Do not willingly engage in conversations detrimental to other FFA members, officers and adults.

**Learning for Life**

This key focuses on the importance of learning several subjects throughout the officer year. Developmental topics will include communicating about agricultural education, the history and foundations of FFA and the future directions of FFA, the Department of Agriculture, Department of Education, etc. In addition, State FFA Officers will learn advanced workshop and speech design and delivery methods. Growing your knowledge of yourself and team members will allow the officer to perform more efficiently and effectively.

1. Become knowledgeable of agriculture, education in agriculture/agribusiness, and FFA.
2. Keep yourself up-to-date on current events.

**Fuel the Fire**

This key focuses on passion. A state officer will discover, and then build on, his or her personal interests and passions. The officer will use the team’s passions to develop themes and will learn to share his or her passion by building individual and team relationships with state staff and teachers, as well as through effective delivery of speeches and keynote addresses.

**Be in the Loop**

Nearly everyone has heard the phrase “Communication is Key.” In the life of a state officer, this concept could not be truer as it not only applies to teaching concepts and ideas through workshops and speeches, but when discussing schedules, issues, the status of tasks to be accomplished, events that state staff and teammates need to be aware of, etc. Communication with fellow state officers, the State Executive Director, CTSO Coordinator, State Advisor, agricultural educators, stakeholders, and students is crucial. A friend of a state officer cannot help them if they don’t know the situation.

1. Utilize and keep up-to-date resources such as Gmail, Google Calendar, planning books, etc.
2. Respond to all correspondence in a timely manner.
3. Keep the state staff informed of situations and changes.
4. Be in constant contact with all involved to ensure efficiency and quality of work.
5. Keep all social media sights professional and respectable, as you are the face of the association during your year.

# Official Dress Guidelines

1. Proper official dress will be followed as per National FFA Official Dress Guidelines.
2. Pants and skirts need to be black – not faded or gray in appearance.
3. Skirts need to be at the knee, ensuring they fit properly.
4. Skirts must be straight and professional looking – no ruffles, high-cut slits, etc.
5. Pantyhose need to be black (Off-black preferred over jet-black).
6. Males need to wear black dress socks.
7. Shoes: - Females should wear a solid black pump with a comfortable heel.
	* Males should wear a black leather dress shoe.
	* Shoes need to be polished at all times.
8. White shirts need pointed collars. Rounded collars are difficult to wear with the scarf or tie properly.
9. Officers must have an appropriate haircut that looks neat and professional.
10. Females must have an appropriate hairstyle that looks neat and professional.
	* Any barrettes or hair accessories need to complement official dress. Please be conservative with these accessories.
11. Use jewelry in moderation.
12. Each State FFA Officer will display their office with a pin, as well wear the State FFA Degree on a chain hanging from jacket, skirt or pants.
13. Keep all clothing wrinkle and lint free. Bring along an iron and lint brush if necessary.

\*Please be aware of your appearance. Make sure shirts are tucked in, scarves and ties are in place, jackets are zipped, etc. You are representing the image of Idaho FFA. Look sharp!

# State FFA Officer Regalia and Items Needed and Supplied

After election, the following items will be provided to each officer

* Two Official FFA Association Jackets
* Ties or scarves as needed
* Officer pin for FFA Jacket
* Adequate supply of official stationary, envelopes, business cards
* FFA thank-you notes as requested by officer
* Through a special project of the Idaho FFA Foundation, you may receive a stipend to use towards purchase of official dress items that the team agrees upon
* Through a special project of the Idaho FFA Foundation, you will receive at least one long sleeve button down personalized shirt and one personalized polo shirt.

The following items are to be provided by each officer

* Three white shirts or blouses
* One black pair of slacks or skirt
* One pair of black dress shoes for men or one pair of black dress heels for women
* One pair of khaki pants
* State FFA Degree charm

# State Officer Responsibilities and Commitments

State officers travel many miles throughout the year representing the Idaho FFA Association. They spend many hours preparing workshops, writing workshops and speeches and corresponding with members and advisors. The officer receives training from State and National FFA that helps develop their leadership and presentation skills and offers excellent hands-on education and training for young people.

In addition to the scheduled events, State Officer candidates should be aware that extra events throughout the year may arise. These could include activities put on by local chapters, meetings, and other events. State officers also spend a great deal of time communicating with teammates, returning correspondence, writing thank you notes and letters and planning for upcoming events and workshops.

**Specific Descriptions of State Officer Activities**

State FFA Officers MUST participate in the activities listed below.

(A more detailed calendar will be sent to each candidate once the schedule solidifies.)

**Building Leaders and Strong Teams of Officers (BLAST-Off)** – *April* – Shortly after election, officers will come together for a five-day training focusing on personal growth and the basics of being a state officer. Workshops given by state and national staff. Includes meetings with additional Idaho FFA stakeholders.

**State Career Development Events (State CDEs)** – *June* – A four-day event hosted, facilitated by the University of Idaho, to run numerous state CDEs. Officers greet members, deliver workshops, emcee awards session and opening session, and assist university staff in running events.

**Business and Industry Visits (B and I’s)** – *June through April* – Throughout the year, officers will work with the State FFA Foundation Executive Director and State FFA Executive Director to attend visits with key businesses and business people to keep good relationships with those stakeholders. Officers not only learn about the companies they visit, but offer thanks and gifts for the support given by the company and foster partnerships.

**State Presidents Conference (SPC)** – *Fourth Week in July* – A five-day seminar for the State President and State Vice President to represent the Idaho FFA Association in beginning the delegate process for the National FFA Convention.

**National Leadership Conference for State Officers (NLCSO)** – *July* – A four-day conference focusing on team building, effective presentations and workshops, and other items important for state officers.

**Simplot Commodity Tour** – *July* – A week-long tour of some of Simplot’s Idaho businesses and facilities guided and sponsored by the JR Simplot Company.

**Joint Student Leadership (JSL) Training** – *August* – A four-day conference in Boise attended with the state officers from the other Professional Technical Education Student Organizations. This conference continues team and workshop development.

**District Officer Trainings (DOT)** – *July-August* – Officers (in teams of two) prepare and present day-long trainings for district officer teams throughout the state. Leadership, personal, and communication skills are considered key for these trainings.

**Chapter Visits** - *September-January* – Chapter visits take up the majority of the year. Officers will be expected to set up and attend designated chapter visits. Chapter visits will normally entail presentation of multiple workshops per day on topics such as leadership, teamwork and FFA opportunities.

**National FFA Convention** – *October* – Five of the state officers (typically excluding the Sentinel) will serve as a voting delegate at the National FFA Convention. As a delegate, each officer has the responsibility to represent Idaho on issues concerning FFA on the national level. The sixth state officer will be in charge of other activities such as Idaho Night, Flag Bearing, the Hall of States, and other activities assigned by state staff.

**Mid-Winter Planning** – *January* – State Officers meet with District Presidents in conjunction with the Mid-Winter meeting for IVATA and the Idaho FFA Board of Directors. Delegate issues, state conference assignments and responsibilities, nominations for certain state awards, and reports for what is and will be happening in the year are the main items on the agenda.

**Cenarrusa Luncheon-212/360 Conferences** – *January* – The team delivers a program developed by the State Office in conjunction with the Idaho Cooperatives Council to legislators, stakeholders and students at the Cenarrusa Day on the Hill Luncheon, as well as attend and help National FFA Facilitators at the 212/360 Leadership Conferences. Visits to the Governor also normally occur at this event.

**Chapter Banquets** – *March-April* – State Officers receive requests to address FFA banquets. The officer’s duties may vary from bringing “Greetings” to being the keynote speaker. It’s important for officers to meet and interact with parents, school officials, sponsors and FFA members.

**Convention Preparation** – *March* – During the months leading up to the Idaho FFA State Conference, state officers will be responsible for being at the Idaho PTE Center to assist with preparation for conference. Officers will work on scripts for each session, prepare for CDEs and perform a variety of other tasks. During the University of Idaho’s spring break, state officers meet for 4-5 days consecutively

**State Leadership Conference (SLC)** – *First week of April* – State officers are a vital part of the State Conference as they assist in planning, preparing and conducting this highlight event of the year.

**Other responsibilities throughout the year for State Officers include:**

**Thank You Letters** – This is an absolute must. State Officers are given names and addresses of people and companies to thank throughout the year. Correspondence with sponsors and advisors is vital to the longevity of the association.

**Social Media (Twitter, Facebook, Blogs, Website Messages, etc.)** – Officers will be responsible for blogging about their experiences, travels and opportunities throughout the year. These blogs will be posted and seen by members, advisors, supporters and others throughout the state, and as such should be kept professional and appropriate.

**State Officer Class –** A weekly meeting with the State Officers, Coordinators, and guest speakers to get the team ready for meetings and events, as well as provide opportunities for leadership and speaking training.

**Commodity Group and Stakeholder Meetings** – Throughout the year, commodity groups and other friends of the Idaho FFA often invite State Officers to come to their meetings and conventions to serve as hosts and/or parliamentarians. Attending these meetings is not mandatory, and is attended by those closest the event. These include but are not limited to the Idaho State School Board Association (ISBA) Convention, United Dairymen of Idaho Annual Meeting, Idaho Cattlemen Association Convention, Farwest Convention, etc.

In addition to the activities and events highlighted above, officers should be prepared for the day-to-day work of being a state officer. While these are the major events and activities of the year, officers will be required to keep up with correspondence to advisors, staff and others, communicate on a regular basis with the State FFA Coordinator and Advisor, and be available for team meetings and activities throughout the year. Officers will need to keep up with their own scheduled and be prompt in planning chapter visits. Additionally, officers will need to be able to communicate with teammates on a regular basis to ensure progress is being made and to plan workshops and events. If attending school, grades must be kept up in order to attend events as it is a privilege to serve as an Idaho FFA State Officer.

# Idaho FFA Association 2017-18 State FFA Officer Calendar of Events

\*The following events State Officers are REQUIRED to attend\*

**April** TBD BLAST-Off Leadership Training Boise, ID

**June** 4-9 State CDEs State Level Career Development Events Moscow, ID

**June** TBD Board Meeting Idaho FFA Association Board of Directors Meeting TBD

**July** 4-9 NLCSO Leadership Training w/ OR, WA, and AK Pullman, WA

June TBD DOT District Officer Training TBD

 TBD Simplot ID Ag Tour Agriculture and commodity tour of Idaho E. and S. Idaho

**July** 23-28 SPC State President’s Conference\*Only State Pres&VP\* Washington, DC

**August** TBD JSL Joint Student Leadership Conference Boise, ID

**Aug/Sep** TBD UI Ag Days University of Idaho Ag Days/CDEs/Officer Planning Moscow, ID

**Oct** TBD State Soils State Land and Range Evaluation CDEs \*1or2\* Burley

**Oct** 21-28 National FFA Convention National event and delegate meetings Indianapolis, IN

**Jan** TBD Mid Winter Meetings B & I tours and association board meeting Boise, ID

 28-30 212/360/DOH/Planning Leadership Conference/Day on the Hill/Team planning Boise, ID

**Feb** 4-6 E. 212/360 Eastern Idaho 212/360 Pocatello, ID

**March** 13-17 SLC Preparation Final preparation and organization for SLC Boise, ID

**April** 1-7 SLC State Leadership Conference Twin Falls, ID

*Chapter visits occur predominantly during September and October prior to National Convention with some possible in November. Officers will need to be able to clear 3, 2-3 day blocks of time to visit chapters within assigned districts.*

*These dates include the day the officer is expected to be on site, or traveling with team. Plan on being busy those entire days. Check in with the Idaho FFA Executive Director for actual start and end times.*

*Highlighted dates are yet to be confirmed.*

\*The following events are OPTIONAL –

State Officers will be asked to consider scheduling and schoolwork if request by groups\*

Idaho School Board Association Conference, Farwest Agribusiness Association meetings, Ag Pavilions, Idaho Cattle Association Convention, International Leadership Seminar for State Officers, Idaho Grange events, Idaho Farm Bureau events, Idaho Commodity group meetings, etc.

# Eligibility and Application Procedure

**Eligibility**

* Each candidate must be a dues paying FFA member while serving as a candidate and remain a member for their entire term of service
* Each candidate must have obtained his or her State FFA Degree or plan to receive it during the state leadership conference when he/she will run for state office.
* Each candidate must schedule to attend and participate in the entire Idaho FFA State Leadership Conference while running for state office.
* Each candidate must submit the State FFA Officer Application to the CTSO Coordinator for FFA, Tammy Ackerland, by March 1st.

**Application Procedure**

* Confirm candidacy for the State FFA Degree if not obtained prior to the conference in which he/she will run for state office.
* Complete the State Officer Application.
* Obtain all signatures, recommendations, and other required information on the State Officer Application.
* Complete the State Officer Application and submit the original and four (4) copies to the State FFA Office by March 1st . Mail to:

Tammy Ackerland

CTSO Coordinator

PO Box 83720

Boise, ID 83720-0095

* Adhere to directions in the application confirmation letter sent by the State FFA Office.
* Attend the selection process as outlined in the letter from Idaho FFA State Staff and chairperson of the nominating committee, Loraine Neal.

# Guiding Principles of the State Officer Selection Process

The primary goal of the Idaho FFA State Officer Selection process is to select the best student representatives for the Idaho FFA Association.

Selecting a team of officers to represent the Idaho FFA Association for an entire year is no easy task. The process is more rigorous and comprehensive than most interviews you will encounter in your professional life. Therein lies a tremendous opportunity for personal growth. Preparation for the process begins well in advance of State Leadership Conference and encompasses much of what you have learned since you joined FFA. One thing is certain; the process will certainly provide an adequate test of your ability to serve in the required state officer capacities. Candidates are evaluated in a number of different ways that all test their ability to serve as a leader and officer of the Idaho FFA Association. It may be cliché, but ask most any past state officer and they will all express a key component to your success: Stay true to yourself!

The interview process will encompass a number of different styles of interviews and methods to test the candidate’s ability to serve as a state officer. Each of these rounds is outlined below to give you a better understanding of the process. The selection process can be administered in many different ways, but the following information is intended to add clarity to potential interview formats that may be used. Additionally, eight key competency areas will be used to evaluate candidates on their potential to serve as an Idaho State FFA Officer. While these competencies will not be the deciding factor in selecting the state officer team, they may help in the deliberation process.

The following information is meant to give you a clearer picture of the process and what you can expect to see from the nominating committee. It should help you in your preparations for the selection process and aid in developing yourself into the best candidate that you can be.

# Competency Areas

To aid the nominating committee in selecting a group of officers according to the guidelines established by the Constitution and Bylaws of the Idaho FFA Association, state officer candidates will be evaluated on their skill/ability in these eight key competency areas.

* Communication – Demonstrates the effective use of various forms of communication, i.e., non-verbal, listening, written, speaking, and facilitation to convey a message in both large group and one-on-one settings.
* Team player – Demonstrates the ability to work in a team setting, values diversity of opinion, works to be inclusive in the process and is willing to put others above self.
* Areas of Knowledge – Demonstrates the ability to articulate the systemic nature of food, fiber, agricultural and natural resources issues, FFA, educational issues and all respective current issues.
* Organization – Demonstrates the ability to see the big picture, break large projects into small tasks, appropriately prioritize multiple demands and use time management and organizational tools to produce quality results by identified deadlines.
* Character – Displays a disposition that is genuine, responsible, honest, mature, confident, respectful and positive in nature.
* Passion for Success – Displays personal attributes that are courageous and passionate while carrying out the FFA mission with contagious enthusiasm.
* Influence – Demonstrates the ability to influence others through modeling expectations, building relationships and growing the organization.
* Critical Thinking – Demonstrates the ability to seek solutions and resources when finding information.

These competencies provide for evaluation of state officer candidates and their ability to represent the Idaho FFA Association. The nominating committee should evaluate all candidates equally based upon their skill/ability in each of the eight competency areas. A scoring system will not be provided to members of the nominating committee for the purpose of choosing a slate of officers. However, each nominating committee member will provide a rank 1-10, with one being poor and ten being excellent, for each individual candidate in each of the eight competency areas. Should a scoring system be implemented throughout the interview process, its results should only be used to aid the committee in its determination of a state officer team. The intent of the evaluation areas is to provide direction for nominating committee to refer to during discussion and deliberation when determining an individual’s ability to represent the Idaho FFA Association as a state officer.

# Outline of Possible Interview Formats

The state officer selection process will consist of multiple interview rounds and activities each year in order to get a well-rounded understanding of each candidate. State FFA Officer Applications are reviewed and scored before the process begins. The nominating committee and committee chair will administer a minimum of five of the below rounds to create a thorough interview process. The committee also references State FFA Officer Applications as needed. The committee and the committee chair reserve the right to choose which of the below rounds they will conduct and the number of rounds conducted above the minimum of five.

Test – State officers must consistently demonstrate an understanding of key issues related to agriculture, FFA and the Idaho education system. While some of this knowledge may be demonstrated by asking quality questions and carrying on informed conversations rather than “knowing facts,” it is still important that officers come in with a base understanding of core issues and facts related to these three areas of knowledge. Thus, a written exam consisting of multiple choice questions and/or short answer questions may be administered to allow candidates to demonstrate evidence of this desired knowledge set.

Writing – All candidates will have a uniform time to complete a written essay, paper, blog, or any other form of written communication deemed appropriate and relevant to the duties of a state officer. Such topics of written communication shall include agriculture, FFA or agricultural education. The purpose of the writing exercise is focused on the candidate’s ability to convey knowledge and understanding in a different way than allowed through multiple-choice questions. Written exercise also measures the candidate’s ability to develop and convey a message in a grammatically correct, clear and logical manner.

One-on-One – This round will consist of twelve interviews, each with a different member of the nominating committee. The interview is focused on two objectives. First, this is an opportunity for individual committee members to develop rapport and get to know candidates in a one-on-one setting. Secondly, this will provide an opportunity for evaluation in a candidate’s ability/skill in the evaluator areas through follow-up questions.

Stand and Deliver – This round allows candidates to express their talent in the areas of communication, problem solving, time management, knowledge, etc. The round will consist of a uniform speaking opportunity provided to candidates. Such activities may include, but are not limited to a prepared speech, extemporaneous speech, and/or the delivery of a specified written excerpt. The committee will also select the context in which the communication will be delivered. Details about the specific topic chosen and the context will be provided to candidates at the discretion of the committee.

Facilitation – The purpose of this round is to evaluate the candidate’s ability to plan and facilitate a portion of a presentation/workshop deemed appropriate and relevant to the duties of a state officer. Candidates will be given facilitation practicum about a topic chosen by the nominating committee. It will be the candidate’s responsibility to use the materials provided for them to plan, craft and implement appropriate methods for engaging others and addressing the issue or topic of the practicum. Please note that this round may not involve a student audience.

Stakeholder – The purpose of this round is focused on evaluating the candidate’s demonstration of the effective officer evaluators while carrying on a conversation and/or interaction regarding key issues related to a stakeholder. Stakeholders during this round may include: administrators, agriculture instructors, business/industry leaders, teacher educators, sponsors, media and parents. All scenarios must be uniform among candidates; however the scenario may allow the committee/stakeholder to interject specific follow-up questions to prove the candidate’s understanding.

Group Setting – This round will test the candidate’s ability to interact with other candidates and the nominating committee while providing answers/solutions to problems or questions presented by the committee. Candidates will be evaluated based upon their personal responses to proposed problems or questions and their interactions with other candidates in the interview room.

Personal – The purpose of this interview is to ask a set of questions developed by the committee to address evaluators such as character, passion for success and influence. Each candidate will have time allotted with all twelve of the committee members. During this time, committee members will ask questions related to the competencies for state officers and the candidate’s ability or desire to serve as an Idaho State FFA Officer.

Round Robin – In this round, candidates visit with several business and industry representatives one on one in an explained scenario and field questions and/or demonstrate conversation. Candidates will be given the topic and scenario prior to this round. Members of the nominating committee will observe candidates.

# The Nominating Committee

The Nominating Committee is responsible for interviewing and evaluating candidates based on the competencies and interviews listed above. The committee consists of nine student members, one FFA member nominated from each district. The committee selects a committee chair from its members. Three adults, who approved by the Idaho FFA Board of Directors, complete the committee. The adult committee members may be past state officers, past agricultural education teachers, business and industry leaders or others engaged in Idaho Agriculture or the Idaho FFA Association.

The committee will have the responsibility of selecting the team of officers. The committee will choose at least five of the eight possible interview formats to evaluate the candidates. Each interview format may be evaluated or administered in a number of different ways, but how that is done should be left up to the nominating committee. Additionally, the committee will use the eight competency areas and a ranking system based on 1-10, as described above.

The Nominating Committee members are not allowed to participate in CDE’s, talent, or any other activities the State FFA Executive Director deems an undue hardship to the nominating committee process during State Leadership Conference. Nominating committee members MAY interview/receive proficiencies, receive state degrees/awards, etc. ALL activities conflicting with the Nominating Committee process MUST be approved the State FFA Coordinator prior to State Leadership Conference. The conflicts will be due by March 15th to the Nominating Committee Coordinator, Loraine Neal.

# Tips for Preparation

Below, we have outlined a few tips to aid you in your preparations for the Nominating Committee Process at the State Leadership Conference. This are not an exhaustive list, so seek others who have experience and may come alongside you in this time. Also commit to your own research and discovery of information outside these recommendations.

* Start your preparations early. The earlier you can start, the more you can prepare for interviews and the more you will grow personally as a candidate for office.
* Thoroughly read all information and directions given in the confirmation letter from Idaho FFA State Staff and the chairperson of the nominating committee.
* Thoroughly review everything in this State Officer Candidate Handbook.
* Prepare for interviews by setting up mock interviews to practice interviewing skills.
* Review the information found on the websites and other sources of the resources page to become more informed and knowledgeable about agricultural education, FFA and the agricultural industry both on your local and state level.
* Browse the National FFA website and read through National Officer Candidate materials if they are posted online (ffa.org).
* Seek constructive feedback from those that have been in your shoes and those who are knowledgeable about the skills needed to be a successful state officer.
* Allow yourself to prepare in a way that concentrates on your candidacy but not compared with another member. There is no need to compare yourself to others. Rather, compare yourself to your own expectations for growth, personal development and leadership as well as the expectations of the nominating committee.
* Seek a coach or mentor whom you regularly meet with throughout the preparation process. This is a key accountability process that is a great way to stay on track! There are a few things to keep in mind when selecting someone for this role.
	+ Find a person you know has time to meet with you on a regular basis.
	+ Find a person who you know well or is willing to get to know you.
	+ Find a person who cares about your growth and development and not helping you only for the purpose of your state officer bid.

**\*Items below this area do NOT need to be signed and sent to state staff. This is just your copy of the policies and signature pages your advisor, your parents and you signed in your State Officer Application**.\*

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# State Officer Dismissal Policy

State Officers, Parents, and their Advisors will be asked to sign the State Officer Dismissal Policy & Agreement.

***All policies will be strictly enforced.***

The following are offenses that **will cause dismissal** from State FFA Office:

1. Any use of alcohol under the age of 21 is prohibited by law. During your year of service to the Idaho FFA Association, an Idaho FFA State Officer is expected to act in a responsible manner at all times.
2. Any use and/ or supply of controlled substances (drugs), not under direction of a physician.
3. Participation in any illicit or promiscuous acts.
4. Commission of any misdemeanor or felony against the laws of State or Nation.
5. Other violations of State Officer Commitment and Responsibility Policy or irresponsible behavior so identified that may be acted upon by the State FFA Board of Directors, which may also include unexcused absences from meetings.

The above apply to any FFA activity (official or unofficial) or membership involvement by the State FFA Officers, individually or as a group.

If any of the above violations occur, the state officer or officers will be asked to appear before the entire State FFA Board of Directors to give a complete explanation of the incident which occurred. The State FFA Board of Directors will then rule on a dismissal or consequences of the officer or officers involved. In the event the state officer in question is from the chapter of one of the board members, that board member will turn their vote over to the alternate board member from his/her region.

I certify that I have reviewed and understand the Idaho FFA Policy concerning behavior and dismissal of officers of the State FFA Student Organization.

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| Signature of State Officer Candidate | Date |

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| Signature of Parent or Guardian | Date |

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| Signature of Chapter Advisor | Date |

# State Officer Commitment and Responsibility Policy

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| Candidate’sInitials | Parent/GuardianInitials | **PERSONAL RESPONSIBILITY AND CONDUCT**  |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Accept personally the "FFA Code of Conduct and Ethics" and attempt at all times to reflect favorably upon the organization represented and the State FFA Officer team. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Forego all alcohol and illegal substances at all times during my year of service to the FFA. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Cohabitation by members of the opposite sex is prohibited, except for cases of immediate family members.  |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Be unwed, nor be the father or mother of a child at the time of serving as a State Officer. Further understood that I will resign my office if there are any changes in marital or parenthood status. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Officers will not have physical relationships with other FFA members or State Officers during their year of service.  |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Avoid places or activities that in any way would raise questions as to one's moral character or conduct. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Use wholesome and appropriate language in all speeches and informal conversations. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Wear the FFA jacket as described in the Official FFA Manual - "The Proper Use of the Official FFA Jacket." |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Maintain proper dress and good grooming for all occasions both in official dress and in casual dress. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Conduct myself in a manner, which commands respect without any display of superiority. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Maintain my dignity while being personable, concerned and interested in contacts with others. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Avoid expressing personal opinions regarding political or controversial problems when representing the Idaho FFA Association. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Treat all FFA members equally by not favoring one over another. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Accept the dismissal policy. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Use extreme caution and care when taking part in social media (Facebook, Twitter, Snapchat, etc.) that you portray a positive image of yourself and Idaho FFA.Maintain a GPA of 2.5 or higher throughout the year if attending school. |

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| Candidate’sInitials | Parent/GuardianInitials | **PERSONAL GROWTH** |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Evaluate, periodically, my personality and attitudes making every effort to improve myself. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Accept and search out constructive criticism and evaluation of my total performance. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Regularly, and promptly write all letters, thank-you notes and other correspondence. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Strive to improve my ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Become knowledgeable of agriculture, education in agriculture/agribusiness and of FFA, as well as keep up-to-date on current events. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Accept and search out constructive criticism and evaluation of my total performance. As well as self-evaluate my personality and attitudes, making every effort to improve myself. |

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| Candidate’sInitials | Paren/GuardianInitials | **SERVICE TO FFA** |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Be willing to commit the entire year to state officer activities. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Be willing and able to travel in serving the Idaho FFA Association. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Attend and participate in all events and activities outlined in the calendar. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Speaking whenever available at chapter banquets or events upon invitation of chapter advisor. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Attend any sponsor, business, or industry visits with the Idaho FFA Foundation. |

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| Candidate’sInitials | Parent’sInitials | **COOPERATION WITH OTHERS** |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers and adults. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Serve as a member of the team, always maintaining a cooperative attitude. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Follow instructions as directed by those responsible for State Officers and State and National FFA programs. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Notify State FFA Executive Director of all invitations you are asked to attend on behalf of the Idaho FFA Association. |
| \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Thoroughly memorize of the parts assigned in State Convention and other ceremonies and attention to other duties assigned. |

# Signatures Page

I have read and understood the State Officer Commitment and Responsibility Policy. I will carry out my responsibilities in accordance with these statements and understand that I may be removed from office by the Idaho FFA Board of Directors if I do not satisfactorily follow these established standards and policies.

**Required Signatures**

All signatures listed below are REQUIRED to be eligible for State FFA Office.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the Idaho FFA Association Dismissal Policy and the Commitment and Responsibility Policy and verify that I will complete all of the expected activities and abide by the expected policies of a State FFA Officer if elected.

**Candidate Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the Idaho FFA Association Dismissal Policy and the Commitment and Responsibility Policy, and the expected activities for the State FFA Officers and verify that my son/daughter is able to complete the expected activities and abide by the expected code of a State FFA Officer if elected.

**Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorization for Release of Officer Conduct to Parents/Legal Guardians**

I authorize the State FFA Advisor to release any and all information relating to my conduct to the person(s) named below. My authorization remains in effect until I retire from my office.

Name and Signature of parents/guardians:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Officer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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